



## Executive Order 50

### **Establishing Reporting Procedure to the General Assembly and the Public Concerning the Reform of Information Technology in Virginia State Government**

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and under the laws of the Commonwealth, and consistent with Chapters 981 and 1021 of the 2003 Acts of Assembly, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby establish certain procedures and dates for providing timely information to members of the General Assembly and the public about the reform of information technology in Virginia state government.

#### **IMPORTANCE OF EXECUTIVE/LEGISLATIVE COOPERATION**

Through the enactment of Chapters 981 (House Bill 1926) and 1021 (Senate Bill 1247) of the 2003 Acts of Assembly, Virginia has made significant strides in the reform of the management of information technology (IT) in state government, including the creation of the Virginia Information Technologies Agency (VITA). VITA will be responsible for managing and delivering information technology solutions and services across state government. The General Assembly has been a key partner in these efforts to provide more efficient, cost-effective technology services, and infrastructure.

Successfully implementing the legislation will require extensive cooperation between the executive and legislative branches of state government. Conveying timely information to the General Assembly on the implementation of this legislation will assist with the necessary executive/legislative branch cooperation in implementing the IT reform legislation.

#### **REPORTING REQUIREMENTS**

In order to provide full, accurate, and timely information about the progress of information technology reform to the General Assembly and the public, I hereby direct that the Secretary of Technology, or the Chief Information Officer (CIO) for the Commonwealth, when in place, shall report to the General Assembly on the reform of information technology in Virginia state government as follows:

1. **Prototype Memorandum of Agreement.** By June 15, 2003, the Secretary shall publish a draft prototype of the Memorandum of Agreement (MOA) that will be used as framework for establishing individualized MOAs between each state agency and VITA for review by the General Assembly and the public. By August 1, 2003, the Secretary shall provide the General Assembly with the final version of the prototype MOA as part of the Master Operating Plan detailed in section 2, below.
2. **Master Operating Plan.** By August 1, 2003, the Secretary or CIO shall provide the General Assembly with a draft initial master operating plan which details how VITA will function, the relationship between VITA and other state agencies, and a timeline for transitioning to a fully functioning VITA. The initial Master Operating Plan shall include:

- An outline of the VITA organization and its key positions, including an organization chart; a description of the responsibilities and functions of each unit; and the expected budget for each unit.
- A description of the process for integrating the consolidated IT functions and activities into VITA, including integration of the Departments of Information Technology and Technology Planning.
- The proposed structure and process for negotiating the memoranda of agreement with VITA's customer agencies.
- A complete schedule of rates and charges to be used in each of the agency's internal service funds, estimates of the revenue anticipated for these charges, and a listing and description of any other sources of revenue.
- A description of the standard process to be used to review and approve major IT projects.
- An outline of the training to be provided to employees as they are transitioned from agencies to VITA.
- A timeline for the transition of employees, consolidation of equipment, and elimination of positions or operating sites in agencies or at VITA.

By August 30, 2003, the Secretary or CIO shall provide the General Assembly with the final version of the initial Master Operating Plan.

3. Memorandum of Agreement. The Secretary or CIO shall provide the General Assembly with copies of each MOA executed between a state agency and VITA as detailed below and prior to implementation of the MOA. Each MOA shall be the result of negotiation between the agency and VITA with appropriate mechanisms for dispute resolution to ensure the agency can pursue its mission and meet its statutory responsibilities while accomplishing the requirements of IT reform in state government. Each MOA shall describe the equipment and positions to be transferred from the agency to VITA.

- By December 1, 2003, or within five days of final agreement if final agreement is reached prior to December 1, 2003, the Secretary or CIO shall provide the General Assembly with copies of the finalized MOA for each agency scheduled to have its IT services transitioned to VITA by January 1, 2004.
- By June 1, 2004, or within five days of final agreement if final agreement is reached prior to June 1, 2004, the Secretary or CIO shall provide the General Assembly with copies of the finalized MOA for each agency scheduled to have its IT services transitioned to VITA by July 1, 2004.
- By December 1, 2004, or within five days of final agreement if final agreement is reached prior to December 1, 2004, the Secretary or CIO shall provide the General Assembly with copies of the finalized MOA for each agency scheduled to have its IT services transitioned to VITA by January 1, 2005.

4. Quarterly Reports. Starting July 1, 2003, the Secretary or CIO shall provide the General Assembly with quarterly status reports on the implementation of IT reform. The final version of the initial Master Operating Plan, to be provided by August 30, 2003, shall constitute delivery of the quarterly report for the period of July 1 to September 30, 2003.

For purposes of this executive order, all reports shall be deemed to have been provided to the General Assembly if they are sent to the chairmen of the House Appropriations, Senate Finance, House Science and Technology, and Senate General Laws committees. Once a CIO has been appointed, the CIO shall be responsible for submitting all reports required under this executive order.

## **PUBLIC ACCESS**

The Secretary shall make all reports required pursuant to this executive order accessible to the public by posting all reports on the web sites for the Secretary of Technology and VITA at the same time such reports are transmitted to the General Assembly.

## **EFFECTIVE DATE OF THE EXECUTIVE ORDER**

This Executive Order shall be effective immediately upon its signing and shall remain in full force and effect until July 1, 2005, unless amended or rescinded by a future executive order.

Given under my hand and the Seal of the Commonwealth of Virginia, this 5th day of June 2003.

/s/ Mark Warner, Governor

Attest: /s/ Secretary of the Commonwealth